

1.1 Director, Office of Grants Support Services (GS-301-14)

Form III-3 Position Descriptions

Labor Category:

____ Current or X Proposal Specific Position Description

Date Prepared: 6/9/03

Approving Official: Name Luis A. Arvelo Signature _____

Title: HR Specialist

Position: Director, OGSS, GS-301-14. (MEO Director)

Minimum Years Experience: One year of experience at the lower equivalent grade level.

Minimum Education Requirements: None.

Experience Substitution for Education (if allowed): N/A

Duties:

Direct the MEO, supervise OGSS Hub Managers and other MEO staff as necessary, and provide top-level support to NIH scientific program development, scientific review, and grants management functions; as well as coordinate the most complex logistical support; and manage one-of-kind data.

Abilities/Skills/Knowledge Required by the Position:

Ability to direct work and supervise staff in order to accomplish numerous administrative, technical, and clerical functions in support of a wide variety of research grants and to lead them successfully marshaling their talents and abilities to accomplish specific goals within the timeframe required.

Ability to communicate effectively both orally and in writing applying a very high level of empathy, tact, courtesy, and responsiveness in order to handle a variety of assignments simultaneously and to successfully meet their varying deadlines.

Authoritative knowledge of the goals, priorities and procedures of the NIH Grants, Review, and Program support functions to fully perform the responsibilities required and to effectively interrelate with OER, OGSS, IC Extramural staff, and representatives of recipient institutions.

Authoritative knowledge of Center of Scientific Review and IC assistance review cycle to advise others and evaluate performance.

Mastery of administrative and evaluative techniques or methods used in improving the efficiency of administrative, technical, and information management procedures.

Mastery of NIH grants regulations, policies and precedents to plan, direct, and evaluate work performance.

Skill in operating a personal computer with Microsoft Windows, Microsoft Word, and Microsoft Outlook scheduling software, or equivalent software, as necessary.

Ability to understand and manipulate spreadsheets and databases, as well as the ability to use presentation software.

Supervisory Controls:

Incumbent works under the administrative oversight of the OER Director. Work assignments are outlined in broad terms and plans are developed jointly. Incumbent is relied upon to suggest concrete solutions to broadly stated problems. When clarification of is necessary, employee obtains such clarification on own initiative. Work products are reviewed for consistency with objectives, plans, guidelines, and precedents.

Guidelines:

With only general administrative policies and precedents to work with, incumbent uses references to general procedures and guides on the capabilities of available computer software, as well as on grants administration, budget, personnel, and support processes. Since the guidelines are not always directly applicable to every situation, the incumbent must exercise considerable initiative, originality, coordination, and judgment in interpreting and adapting them to deal with unique and unusual situations.

MEO Director
Director, Office of Grants Support Services
GS-301-14

I. Introduction

This position is located in the Office of Grants Support Services (OGSS), OER, OD, NIH, as part of the Government's Most Efficient Organization (MEO) that is responsible for providing administrative and technical extramural support in the development, review, and management of grant-and-contract-supported research and training programs on a wide variety of biomedical and behavioral diseases and disorders. The incumbent directs an MEO organization which consists of three Hubs - each with a Workload and Quality Control staff, and numerous Task Units which provide administrative, technical, and clerical support and services to Program Directors, Grants Management Officers / Specialists, and Scientific Review Administrators NIH wide. Supported NIH staff is located in all of the extramural activities and components of the NIH Institutes and Centers. Major duties and responsibilities include direction, supervision, and support to all NIH scientific program development, scientific review, and grants management functions; as well as coordinating logistical support; and managing data. (Percentages of time may vary depending on workload requirements.)

II. Duties and Responsibilities

PROVIDES MEO DIRECTION AND MANAGERIAL SUPERVISION
40%

The incumbent has fully delegated managerial and personnel management responsibilities as the MEO Director, OGSS. Subordinate staff consists of three MEO Hub Managers (GS-301-13s), Employee Supervisors (GS-301-12), Task Leaders (GS-303-8), and Workload and Quality Control Specialists (GS-301-9/11/12). In addition, there are technical and clerical support positions, which include Extramural Support Assistants (GS-303-6/7), Grants Clerks (GS-303-4/5), Office Machine Operators and Messengers (GS-350-4), Office Automation Clerks (GS-326-2/3/4), and File Clerks (GS-305-3). Federal employee grades range from GS-2 to GS-13.

The incumbent exercises delegated managerial authority to set a series of annual, multiyear, or similar types of long-range work plans and schedules for in-service or contracted work. Assures implementation by lower and subordinate organizational units of the goals and objectives for the MEO. Determines goals and objectives that need additional emphasis; determines the best approach or solution for resolving budget shortages; and plans for long range staffing needs.

The incumbent directs, coordinates, and oversees work through Hub Managers, supervisors, and leaders; and provides similar oversight to contractors.

Exercises significant responsibilities in dealing with officials of other units or organizations, and in advising management officials of higher rank. Assures reasonable equity among MEO staff of performance standards and rating techniques developed by subordinates or assuring comparable equity in the assessment by subordinates of the adequacy of contractor capabilities or of contractor completed work. Directs a program with significant resources (i.e., at a multimillion dollar level of annual resources). Makes decisions on work problems presented by Managers, supervisors, leaders, or by contractors. Evaluates subordinate managers and serves as the reviewing official on evaluations of non-supervisory employees rated by subordinate supervisors. Makes or approves selections for subordinate non-supervisory positions. Recommends selections for subordinate supervisory positions and for leader positions responsible for coordinating the work of others. Hears and resolves group grievances and serious employee complaints. Reviews and approves serious disciplinary actions (e.g., suspensions) involving non-supervisory subordinates. Makes decisions on non-routine, costly, or controversial training needs and training requests related to employees of the unit. Determines whether contractor performed work meets standards of adequacy necessary for authorization of payment. Approves expenses comparable to within-grade increases, extensive overtime, and employee travel. Recommends awards or bonuses for non-supervisory personnel and changes in position classification, subject to approval by higher-level officials. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, and improve business practices.

The incumbent writes position descriptions, initiates requests for filling personnel vacancies, interviews specialist and supervisory candidates for positions in OGSS; recommends candidate appointment, promotion, or reassignment; identifies developmental and training needs of employees; develops performance standards, conducts performance evaluations, recommends incentive awards; effects minor disciplinary measures, such as warnings and reprimands; and proposes disciplinary actions in more serious cases. The incumbent is also responsible for approving / disapproving leave requests and resolving staff complaints and grievances. The incumbent plans and assigns work, sets and adjusts priorities, prepares work schedules, and finds ways to improve production or increase the quality of the work. Advises staff on work and administrative matters.

Additionally, the incumbent establishes long-term goals and objectives for OGSS in meetings with the OER Director and Hub Managers. Allocates resources in support of assignments and monitors and evaluates both Hub Managers and Hub progress.

Oversees OGSS internal controls to provide assurance that applicable administrative, technical, and clerical responsibilities associated with the NIH research grants support are properly conducted and that there is efficiency,

accuracy, and timeliness. The incumbent makes recommendations to the OER Director on ways to improve internal controls and takes a lead role in implementing such controls. May act on behalf of the OER Director, as requested.

The incumbent is responsible for furthering the goals of equal opportunity by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employee practices in regard to race, color, religion, sex, national origin, age, or physically challenged. Specifically, as supervisor, the incumbent initiates non-discriminatory practices and affirmative action for the area under his/her supervision in the following: 1. merit promotion of employees and recruitment and hiring of applicants; 2. fair treatment of all employees; 3. encouragement and recognition of employee achievements; 4. career development of employees; and 5. full utilization of their skills.

PROVIDES TECHNICAL AND ADMINISTRATIVE SUPPORT

20%

The incumbent serves as the central resource to the MEO and ICs, is considered an authority in administrative and technical support of grants and research and development contract proposals, and is relied on to provide advice and counsel. The incumbent, along with the OER Director and Hub Managers, develops and implements new office procedures as necessary, identifying problem areas and making recommendations for solution. The incumbent is also responsible for assisting in the development of policy and procedure issuances and in commenting on or helping to write policy drafts by NIH and DHHS.

Reviews the most complex and unique grant portfolios of all OGSS to provide information to external and internal requests for information. Initiates or responds to email queries. Supports and advises in the development of administrative initiatives and makes recommendations on the direction of new administrative guidance to grantees and investigators.

Coordinates with Hub Managers to provide information responsive to inquiries from within the NIH, or from outside parties. Participates in NIH committees and working groups. Represents the MEO organization on NIH or outside committees as necessary and appropriate.

COORDINATES LOGISTICAL SUPPORT

20%

Advises in the planning and implementation of very complex meetings, workshops and conferences. May also advise staff on various areas, such as in methods to research information on scientists to present at workshops, symposia, and meetings. Advises in the planning of new and unique agenda

items for meetings / events and in securing meeting spaces. May advise on creative ways to collaborate with scientific staff to compile and distribute agenda and background information needed for conferences. Advises on very complex administrative operations by reviewing internal logistical practices and procedures, recommending areas for improvement, and serving as the overall OGSS last point of contact for NIH staff seeking information and assistance. Collaborates with Program Directors, Scientific Review Administrators, Grants Management Officers/Specialists, and MEO staff to develop long-term major improvements in administrative procedures and to ensure that requirements are met accurately and in a timely fashion.

MANAGES DATA

20%

Advises on the most complex and unique efforts pertaining to updating public and internal websites, preparing reports, and maintaining specialized databases. Stays updated on work done by MEO staff that serve as liaison to various information technology working groups developing specialized applications for extramural research.

Performs other related duties as assigned.

III. Factors

Factor 1: Knowledge Required by the Position

Ability to direct work and supervise staff in order to accomplish numerous administrative, technical, and clerical functions in support of a wide variety of research grants and to lead them successfully marshaling their talents and abilities to accomplish specific goals within the timeframe required.

Ability to communicate effectively both orally and in writing applying a very high level of empathy, tact, courtesy, and responsiveness in order to handle a variety of assignments simultaneously and to successfully meet their varying deadlines.

Authoritative knowledge of the goals, priorities and procedures of the NIH Grants, Review, and Program support functions to fully perform the responsibilities required and to effectively interrelate with OER, OGSS, IC Extramural staff, and representatives of recipient institutions.

Authoritative knowledge of Center of Scientific Review and IC assistance review cycle to advise others and evaluate performance.

Mastery of administrative and evaluative techniques or methods used in improving the efficiency of administrative, technical, and information management procedures.

Mastery of NIH grants regulations, policies and precedents to plan, direct, and evaluate work performance.

Skill in operating a personal computer with Microsoft Windows, Microsoft Word, and Microsoft Outlook scheduling software, or equivalent software, as necessary.

Ability to understand and manipulate spreadsheets and databases, as well as the ability to use presentation software.

Factor 2: Supervisory Controls

Incumbent works under the administrative oversight of the OER Director. Work assignments are outlined in broad terms and plans are developed jointly. Incumbent is relied upon to suggest concrete solutions to broadly stated problems. When clarification is necessary, employee obtains such clarification on own initiative. Work products are reviewed for consistency with objectives, plans, guidelines, and precedents.

Factor 3: Guidelines

With only general administrative policies and precedents to work with, incumbent uses references to general procedures and guides on the capabilities of available computer software, as well as on grants administration, budget, personnel, and support processes. Since the guidelines are not always directly applicable to every situation, the incumbent must exercise considerable initiative, originality, coordination, and judgment in interpreting and adapting them to deal with unique and unusual situations.

Factor 4: Complexity

This position requires leading, planning, directing, and evaluating a large MEO staff while managing its work through second and first-line supervisors. In addition, the incumbent performs complex searches of scientific literature and databases, as well as analyzes programs, prepares reports, develops new plans and criteria, and gains acceptance of new work procedures and methods. As MEO Director, the incumbent handles the organization's most unique and complex matters not resolved by others, such as in matters of grants and contract support, budget, personnel, logistics, information technology, facilities, and equipment. The development of new standards may be complicated by new and additional requirements, conflicting written guidelines, and technological changes in computer equipment or software.

Factor 5: Scope and Effect

Directs complex administrative, technical, and clerical support of numerous

biomedical and behavioral grants research programs of the NIH, which has a large number of professional, scientific employees and multiple public health-oriented missions with global impact. The work product affects not only the grants support operations of the MEO, but also the ability of the entire NIH extramural program to conduct research administration, as well as the ability of private and public researchers.

Factor 6: Personal Contact

Contacts include senior manager staff of CSR, IC Program Directors, Grants Management Officers / Specialists, Scientific Review Administrators, contractors (and the associated/responsible Federal contracting officers and project officers), leading members of the scientific and medical fields; key staff and business officials of universities and research institutions, professional, civic, and voluntary health organizations; high-ranking representatives from federal, state, and local governments; and Congressional staff members, employees of educational organizations, volunteer agencies, and the general public, as well as the OER Director, other OER Managers, MEO Hub Managers, Employee Supervisors, Task Leaders, and all other MEO staff members, including contractors. Such contacts may be informal, occur in conferences and meetings, in person or by telephone, and sometimes may require non-routine or special preparation.

Factor 7: Purposes of Contacts


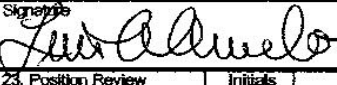
The purpose of contacts is to ensure that information provided to outside parties is accurate and consistent; to plan and coordinate the work directed with that of others outside the subordinate organization; and/or to resolve differences of opinion among managers, supervisors, employees, contractors or others.

Factor 8: Physical Demands

Walking, bending, and lifting not to exceed 30 pounds. Travel to meetings and other NIH buildings.

Factor 9: Work Environment

This position is located in an office setting.

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>										1. Agency Position No.			
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment			3. Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		4. Employing Office Location Bethesda		5. Duty Station Bethesda		6. OPM Certification No.				
Explanation (Show any Position replaced)			7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Exclusive Personnel <input checked="" type="checkbox"/> Employment and Financial Disclosure		9. Subject to 1A Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)			
			11. Position is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive		13. Competitive Level Code						
							14. Agency Use						
15. Classified/Graded by			Official Title of Position				Pay Plan		Occupational Code		Grade		
a. Office of Personnel Management											Initials		
b. Department, Agency or Establishment											Date		
c. Second Level Review			Director, Office of Grants Support Services				GS		301		14		
d. First Level Review											6-9-03		
e. Recommended by Supervisor or Initiating Office			Director, Office of Grants Support Services				GS		301		14		
											6/9/03		
16. Organizational Title of Position (if different from official title)							17. Name of Employee (if vacancy, specify)						
18. Department, Agency, or Establishment DHHS							c. Third Subdivision OER						
a. First Subdivision NIH							d. Fourth Subdivision OGSS						
b. Second Subdivision OD							e. Fifth Subdivision						
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.							Signature of Employee (optional)						
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.													
a. Typed Name and Title of Immediate Supervisor							b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)						
David Mineo, Chief, Grants Management Officer, NIDDK, NIH													
Signature 							Date 6/9/03		Signature			Date	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.							22. Position Classification Standards Used in Classifying/Grading Position General Schedule Supervisory Guide, TS-52, 3/81 Administrative Analysis Grade-Evaluation Guide, TS-98, 8/90.						
Typed Name and Title of Official Taking Action							Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.						
Luis A. Arvelo, Human Resources Specialist, OHR, NIH													
Signature 							Date 6-9-03						
23. Position Review			Initials		Date		Initials		Date		Initials		
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks													
FPL=GS-14													

25. Description of Major Duties and Responsibilities (See Attached)

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